



**CENTER
INTERIM
DIRECTIVE**

**Directive: LAPD 1820.1
Effective Date: April 1, 2007
Expiration Date: April 1, 2008**

Responsible Office: Office of Human Capital Management

Subject: Smoking Control Program

1. POLICY

a. It is the policy of this Center that all employees will work in a safe and productive working environment. In compliance with Executive Order 13058 dated August 9, 1997, this will include assuring that employees and the general public who visit the Center, or use its facilities, will not be exposed to tobacco smoke in any building or facility except those specific areas designated as "smoking" areas. Smoking is prohibited outside all buildings within 15 feet from primary entry ways, handicap ramps, air ducts, and operable windows.

b. Primary entry ways are those areas used mainly for ingress/egress of employees and customers on a regular routine day to day basis into buildings or complex. Often these entries are determined by available parking which is adjacent to the entry ways. Complexes are defined as those buildings that are connected but have been designated with A, B, or C, etc.

c. Some areas outside of entry ways not used on a routine basis by a majority of employees or customers may be designated as a smoking area as long as they are not within 15 feet of operable windows and air intakes. No more than 50 percent of entry ways into a given building or complex may be designated as a smoking area. Facility managers will insure that designated entry ways are properly identified with the appropriate signage as indicated in paragraph 5e.

d. The presence of ash receptacle(s) or trash can(s) outside entry ways are primarily for disposal of tobacco waste, and do not automatically constitute an entry way as an approved designated smoking area.

2. APPLICABILITY

This policy is applicable to all on-site employees: civil service, military, contractor, NASA exchange personnel, grantees, and research associates. It should be tactfully applied to all Center visitors.

3. AUTHORITY

a. Executive Order 13058, "Protecting Federal Employees and the Public from Exposure to Tobacco Smoke in the Federal Workplace."

b. NPD 1810.2 "NASA Occupational Medicine Program."

4. REFERENCES

None

5. RESPONSIBILITY

a. Employees

- (1) Adhere to this policy.
- (2) Bring unresolved conflicts to the attention of the appropriate supervisor.

b. Supervisors

- (1) Ensure the Center's smoking policy is implemented in their areas through their designated Facility Coordinators.
- (2) Serve as liaison to employees, through the Occupational Health Office, regarding smoking cessation programs and resource information available through LaRC and the community.

c. Facility Coordinator

- (1) Assure that signs designating smoking areas are posted only in areas approved for smoking.
- (2) Enforce the Center policy on Smoking Control.
- (3) Report any issues to the Head, Occupational Health Office (OHO)

d. Head, OHO

- (1) Act as final authority on all unresolved issues that arise relative to the Center's Smoking Control policy.
- (2) Chair an ad hoc committee comprised of Langley Labor Relations Officer and the President, AFGE Local 2755 to review the designation of smoking areas.

e. Safety and Mission Assurance Office (SMAO)

Issue "Smoking Permitted" signs to Building Coordinators upon approval of the Head, OHO.

6. DELEGATION OF AUTHORITY

None

7. MEASUREMENT

None

8. CANCELLATION

LAPD 1820.1 dated January 28, 2005.

original signed on file

Leah M. Meisel
Director, Office of Human Capital Management

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